



Report to the Auburn City Council

Action Item

Agenda Item No.

14

City Manager Approval

To: Mayor and City Council Members
From: Bernie Schroeder, Director of Public Works *BS*
Date: January 14, 2013
Subject: Airport Operations Technician Position Recruitment

The Issue

Shall the City Council approve of the recruitment of the Airport Operations Technician position?

Conclusion and Recommendation

Staff recommends, BY MOTION, the Council authorize the recruitment of the Airport Operations Technician position.

Background

The Auburn Municipal Airport has been operating without on-site staff since October 2011. The Public Works Department has been managing and assisting with the daily operations of the Airport. Due to Airport being off-site for all employees, the addition of the Airport Operations Technician will assist Public Works staff in the operations at the airport by being available on-site. The primary function of the Airport Operations Technician will be coordinating with Public Works staff regarding repairs and maintenance, coordinating with the Airport Users, performs and assists with daily airport operations. Also, the Airport Operations Technician will be available to function as the on-site City representative relating to regulatory and flight safety issues.

In May of 2012, staff brought this request to City Council for consideration. At that meeting public comment was given by individuals representing an interest in allowing existing businesses to be included in the recruitment possibilities. Staff has since explored those options and believes that because there are "regulatory" components, it is in the City's best interest to recruit individuals not affiliated with a particular business operating at the Airport.

The Airport Operations Technician job description is attached for review by the Council prior to recruitment and contains only minor revisions to the version brought to the Council in May 2012. Over the last year, City staff has been working with the 5AC to incorporate their input. On November 28, 2012, the Auburn Aviation Association Airport Advisory Committee (5AC) was presented this item again. They provided final input and there was no objection received by staff from the Committee. Staff has concluded that the position will be of a benefit to the Auburn Airport and will fulfill needs that currently exist at the Airport. The position will be a contract employee working 20 hours per week. Following the recruitment process staff will be bringing forth a proposed employment contract.

Alternatives Available to Council; Implications of Alternatives

1. Proceed with Staff Recommendation
2. Do not proceed with staff recommendation

Fiscal Impact

The Airport Operations Technician position will be funded by the Airport Fund at approximately \$20,800 per year. The position will be a contract employee.

Attachments: Airport Operations Technician Job Description
City Council Minutes from May 14, 2012

AIRPORT OPERATIONS TECHNICIAN

DEFINITION

Under the City's Airport Manager or designee's supervision, to maintain airport equipment, facilities and grounds; to assist in the enforcement of airport regulations and in the implementation of emergency response procedures; and to perform related duties as assigned.

CLASS CHARACTERISTICS

The Airport Operations Technician position independently performs the full scope of airport maintenance and operations related assignments. This position is responsible for general oversight and maintenance airport work, including technical electronics, assisting in operations, and in enforcing rules and regulations.

EXAMPLES OF DUTIES – Duties may include, but are not limited to, the following:

- Inspects airports for safety and maintenance needs.
- Assists with daily airport operations, including opening and closing runways if necessary, notifying users of conditions, explaining airport minimum operating standards and procedures to pilots and others, etc.
- Coordinates with Public Works Personnel regarding the necessity for repairs and maintenance needs such as specialized airport electronics and electrical equipment, such as slope and path indicators, beacons, runway lights, AWOS computer, relays and related radio and systems, and changes light bulbs if necessary.
- The necessary maintenance and repairs needed on runway and other paved and unpaved roads and areas.
- Coordinates, Monitors and Assures collection of Monthly Tie Down space fees.
- Maintains grounds, including mowing grass, removing weeds, removing debris, watering lawns and shrubbery, trimming shrubbery and trees, applying pesticides, maintaining / repairing fencing and gates; maintains and repairs irrigation systems as requested by Public Works.
- Assists in emergency response operations; initiates calls to response teams; preserves accident scenes; responds to fires and medical emergencies, providing assistance to emergency personnel as needed.
- Functions as City airport representative; during weekends, nights, and holidays as needed
- Assists in scheduling maintenance and repairs performed by vendors or other City departments
- Participates in formulation of emergency operating procedures

- Coordinates with State and Federal agencies on use of airport during fire fighting activities
- Communicates with FAA (Federal Aviation Administration) regarding runway closures and other safety issues by posting NOTAMS (Notice to Airmen) as required
- Confers with management on priorities, needed repairs and inventory levels
- Prepares complete and accurate records of construction and maintenance related work completed
- Receives and responds to inquiries, concerns and complaints regarding areas of responsibility
- Attends training, meetings, workshops, etc., as required to enhance job knowledge and skills
- Attends Airport users meetings including but not limited to Auburn Aviation Association Airport Advisory Committee (5AC) and Auburn Aviation Association (AAA).
- Perform related duties as required

MINIMUM QUALIFICATIONS

Knowledge of :

- All pertinent federal, state and county laws, codes, rules, regulations and standards, pertaining to governing airport operations and safety practices.
- City and department policies and procedures
- Safe and efficient operations of fueling, lighting, Transmitters, and other airport equipment
- Use and care of tools used in general maintenance and minor repairs of airport equipment, grounds and facilities
- Modern office methods, equipment and procedures including basic word processing and spread sheet software applications
- Methods, materials, tools and equipment used in troubleshooting, maintaining and repairing airport electronic, electrical, plumbing equipment and systems, in performing general carpentry and construction work, and in maintaining and repairing asphalt, concrete and unpaved areas.
- Basic mathematics.
- Safe work practices
- Records preparation and maintenance techniques

Ability to:

Interpret and apply pertinent federal, state and local laws, rules and regulations, and City policies and procedures, including Auburn Airport Minimum Operating Standards (MOS)

Understand and follow oral and written instructions

Perform work safely following all rules and regulations, including conducting safety checks of airport equipment and facilities

Establish and maintain effective and cooperative working relationships with those contacted in the course of the work; dealing tactfully and courteously with those contacted in the course of work.

Prepare and maintain accurate logs and records

Communicate clearly and concisely, both orally and in writing

Preparing and maintaining accurate reports and records

Education:

A high school diploma or GED equivalent

Experience:

Two years of increasingly responsible maintenance experience in an airport setting, including airport electronics responsibilities

Physical Demands and Working Conditions:

Willingness and ability to work unusual schedules and multiple shifts during emergencies or during periods of fire fighting activities

Must have the ability to lift and carry heavy materials and tools, and climb, crawl and stoop to reach work; must be willing to work in temperature extremes and inclement weather; must be willing to work aerially, underground and in exposure to bacterial contamination and hazardous chemicals.

Other Requirements:

Must possess a California driver's license and have a satisfactory driving record

This class description lists the major duties and requirements of the job and is not all inclusive. Not all duties are necessarily preformed by each incumbent. Incumbents may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

8. **Appointment of an Arts Commissioner**

By **RESOLUTION 12-45**, appoint Timothy Grayson to the Arts Commission.

9. **Airport Operations Technician Position Recruitment**

Removed from consent calendar, see 9a.

***** End of Consent Calendar *****

By **MOTION**, approve the consent calendar with the exception of item 9.
MOTION: Hanley/ Holmes/ Approved 4:0 (Kirby absent)

9a. **Airport Operations Technician Position Recruitment**

Dennis Pearson, resident of Auburn, spoke about the technical expertise needed for this position at the airport. He suggested this need could possibly be fulfilled by a company as opposed to one part time person.

City Manager Robert Richardson said he will look at this proposal and bring it back to Council for action.

Public Works Director Bernie Schroeder spoke about the airport operations technician position. She said this item was brought before the airport users groups several times and their input was incorporated. She said she feels this position could be successfully filled by one part time person.

City Manager Robert Richardson said although all technical requirements are being met at the airport, the deficiency comes from not having a physical presence on-site.

Council consensus was to take another look at other options to fill this position.

By **MOTION**, direct staff to bring this item back at a future City Council meeting to explore options of contracting with an individual person or firm, putting out a bid, and any other options.

MOTION: Hanley/ Powers/ Approved 4:0 (Kirby absent)